



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN  
OFFICE OF THE STAFF JUDGE ADVOCATE  
FORT IRWIN, CALIFORNIA 92310-5000

REPLY TO  
ATTENTION OF:

AFZJ-JA

15 Aug 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 18, Purchase and Presentation of Unit Coins

1. PURPOSE. This policy establishes the procedures for the authorization, purchase and presentation of unit coins purchased using appropriated funds (APF).
2. REFERENCES.
  - a. AR 600-8-22, 25 Feb 95, Military Awards.
  - b. AR 672-20, 29 Jan 99, Incentive Awards.
  - c. DA Pam 672-20, Incentive Awards Handbook, 29 Jan, 99.
  - d. FORSCOM Policy CG-06-1, 4 Aug 06, FORSCOM Unit Coin Medallion (UCM) Policy.
  - e. TRADOC Reg 672-6, Decorations, Awards, and Honors Military Coins, 6 Feb 01.
3. APPLICABILITY. This policy applies to all military personnel assigned to the National Training Center and Fort Irwin.
4. POLICY.
  - a. Authorization. APF purchased Unit Coin Medallions (UCM's) are only to be used by battalion level and above commanders.
  - b. Purchase Procedures. The Commanding General, NTC is the approval authority for all UCM purchases under \$5,000, per fiscal year per unit, using APF funding. UCM purchases above \$5,000 require FORSCOM or TRADOC approval. Request to purchase UCM with APF must be staffed through the Director of Contracting and the Staff Judge Advocate.
  - c. Coin Design. Commanders are authorized to purchase only one UCM design for their unit. All UCMs will include an inscription identifying it as an award such as "In Recognition of Outstanding Performance." UCMs purchased prior to the effective date of this policy may continue to be awarded until supplies are exhausted.
  - d. Presentation Guidance.
    - (1) Authorized individuals can only present UCMs to appropriate recipients for excellent performance or as an award for a competition related to the armed forces. The achievement must be beyond the routine, and the UCM must be presented on a one-time basis for a unique event or

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(1) Authorized individuals can only present UCMs to appropriate recipients for excellent performance or as an award for a competition related to the armed forces. The achievement must be beyond the routine, and the UCM must be presented on a one-time basis for a unique event or action. The presentation of UCMs should be seen as one method of awarding individual recognition. The presentation may be made by the Commander or his/her Sergeant Major. Authorized recipients are limited to military personnel and DoD Civilians

(2) Authorized individuals will not present UCM's to the following:

(a) Unaffiliated individuals or employees of non-DoD agencies.

(b) DoD employee to create/encourage/reward goodwill or cooperation with the military.

(c) Contractors.

(d) Volunteers, when the UCM's are purchased with APFs. However, authorized individuals may award UCM's purchased with non-appropriated funds to volunteers to recognize their accomplishments IAW AR 215-1.

(e) UCMs will not be presented to peers or superiors of the awarding Officer.

(3) Only UCMs purchased with AR 37-47 funds by the Commanding General can be presented to authorized visitors as mementos. It is not permissible to use other appropriated funds purchased UCMs as calling cards, tokens of appreciation, or as gifts.

e. Fiscal Guidance. When APFs are not available, non-appropriated funds (NAFs) may be used to purchase and award UCMs to Soldiers and DoD or DA civilians for excellence in athletic or non-athletic competitions, proficiency in recreational programs, or unusual accomplishment supporting special events. See AR 215-1, para. 4-6a(2).

5. This policy does not extend to UCMs purchased with personal or private funds, and is limited in scope to UCMs purchased with official operating funds.

6. This policy letter supersedes all previous NTC policy letters subject as above.

7. The proponent for this policy letter is the Staff Judge Advocate at 4-3251.



ROBERT W. CONE  
Brigadier General, USA  
Commanding